

THE TEACHER CENTER of Broome County
Policy Board Meeting
Minutes: Tuesday, October 12, 2004

PRESENT: Evie King, Diane Richards, Diana Simpson, Michelle Sexton, Kate Griffith, Diane Sheehan, Bob Carpenter, Starr LaTronica, Heather Badger Brown, Gail Szeliga, Colleen Cawley, Sharon Wells, Sheri Abdullah, Carmen Ciullo, Andrea Gresko

ABSENT: Cheryl Naslund, Alice McNeely, Tina Conklin, Betty McAndrew, and Mike Sabo

At 4:00 pm, Diana Simpson called the meeting to order and welcomed our new Policy Board member from Susquehanna Valley, Andrea Gresko.

Minutes of August 24, 2004 meeting were approved.

FINANCIAL REPORT:

Gail Szeliga presented the financial report for local funds and the state grant.

DIRECTOR'S REPORT:

- Dale Birtch has been hired from the civil service list to serve as our part time program assistant – 19.5 hours per week – Monday – Thursday. The TC closes at 12 noon every Friday.
- The TC sponsored two teacher's attendance at the "Mentoring New Teachers" Conference in Corning, NY on Oct. 5, 2004. The teachers represented the ME and CV districts. Gail Szeliga also attended and reported that it was an excellent conference.
- No official TC records can be found prior to 1991 in the existing files. Missing records encompass the time period 1984 – 1990.
- A new form has been created for teachers to use when requesting that a TC program be brought to their school. It is online at this address: <http://fs8.formsite.com/btc/form084736249/index.html> The name of the form is Program Request Form. So far several people have used this form to request the Harry Wong Training workshop (2 schools) and a Brain Gym Workshop (1 school).
- The "Program Incentive" Grant has been renamed the "Program Sponsorship" Grant and will exclusively be used by teachers to request TC co-sponsorship (through monetary support) for a professional conference or training that they are arranging.
- Two "Program Sponsorship" Grants have been received and the committee was asked to review them after the meeting. Four Mini Curriculum Grants were received and the committee was asked to review them after the meeting.
- School year study group applications are due on November 15; the committee set the date of Nov. 18 at 4 pm for review of all the applications.
- Master Teacher Binders were provided to all policy board members who indicated that they would like to receive a subscription to Master Teacher for their school.
- Policy Board members were reminded to keep track of their mileage. It should be submitted at the December 14, 2004 meeting.

OLD BUSINESS:

Motion was made and carried to approve the following policy for "Snow Days and No Heat" Days:

In the event of a snow day for Binghamton School District, the Teacher Center of Broome County will be closed. Snow delays will not affect the regular hours or closing of the Teacher Center. It is suggested that when Binghamton School District is closed that the Teacher Center use the proper procedures to announce it's closing through the media, hence, radio, TV, and the Internet.

If Columbus School, Hawley St, Binghamton, NY, where the Teacher Center reside, has no heat on working days during the months warranted, on those days the Teacher Center employees will not work and the Teacher Center is closed. It is suggested that the landowner provide enough lead-time to allow the Teacher Center staff to make alternate workday arrangements.

Michelle Sexton gave a report on plans for the October 28 Phelps Mansion Anniversary celebration. A motion was made to spend up to \$500 out of local funds for the event. Motion carried.

NEW BUSINESS:

A proposal was presented related to the TC sponsoring Collegial Circles. Policy board was asked to review the proposal and be prepared to discuss it at the Nov. meeting.

The policy board adopted the following new policy.

Local Conference Sponsorship Policy:

The policy board agrees to support local conferences by approving a policy that offers up to 50 conference sponsorships for 100% reimbursable funding of registration fee up to \$40 if a teacher attends a TC approved professional teaching conference held in the Southern Tier area. Reimbursement will be made upon submission of proof of attendance (registration receipt) and a brief conference summary sheet.

The following addition was made to the existing Conference Grant policy:

Conference Grant Policy Addition

Professional development workshops/trainings/classes taken for graduate credit or for professional certification are not eligible for conference matching grants

The policy board approved offering **Supporting District Professional Development Initiatives** again this school year based proportionally on BEDS data. Minimum award will be \$100 to a district or non-public.

Meeting adjourned at 5:30 pm.

The next Policy Board meeting is scheduled for December 14, 2004 at 4:30 pm at Lampey's on Main Street in the Union District of Endicott, NY. Holiday dinner!

Submitted by: Colleen Cawley